MYOB offers a wide range of support options, all designed to help you make the most of MYOB software and your business.

MYOB training courses help you master MYOB software features. MYOB workshops and seminars ensure that you can manage your business smarter with MYOB software.

Benefits of attending MYOB courses:
Get to know your MYOB software from the start
Improve business accounts processing
Improve business management
You will receive a certificate from MYOB EduServices when you complete your course.

Training Course Outlines
MYOB Accounting
Course description:
If you're an MYOB user who wants to make sure your business files are set up correctly for the most efficient use possible, then this course is just what you're looking for. Whether you're setting up to get started or are already working with existing company files, you'lllearn the right way to set up all the relevant accounts, tax codes, card files and inventory items.
Course Contents
Introduction: Basic Accounting Terminology and relate to MYOB
Overview of MYOB
MYOB Navigation Tools.
Create new data file
Setup Accounts List and opening balances
Setup card file – customer, supplier, employee and personal cards
Setup Sales details and assign customers opening balances
Setup Purchases details and assign suppliers opening balances
Initial Bank Reconciliation
Generate reports that related to opening balances
System Maintenance: Back up & restore
Part 1- Quizzes & Exercise to reinforce learning experience
Discuss answer for the exercise

MYOB Premier
Course description:
This is a comprehensive 4 days training course in using MYOB Premier. You will learn how to set up your business data transactions and print report, how to account for inventory, multi-currency and time billing transactions to ensure accurate and timely records are maintained.
Day 1
Getting Started with MYOB
To enable participant to get started and begin using MYOB Accounting /Premier by setting up the following:

Introduction: Basic Accounting Terminology and relate to MYOB

Overview of MYOB

MYOB Navigation Tools.

Create new data file

Setup Accounts List and opening balances

Setup card file – customer, supplier, employee and personal cards

Setup Sales details and assign customers opening balances

Setup Purchases details and assign suppliers opening balances

Initial Bank Reconciliation

Generate reports that related to opening balances

System Maintenance: Back up & restore

Part 1- Quizzes & Exercise to reinforce learning experience

Discuss answer for the exercise

Day 2

Day-To-Day Processing

Enable participant know how to handle day-to-day processing in MYOB Accounting
/Premier, which cover the following:

Record Journal Entries

Banking Processing

Sales Management

Purchases Management

Reports-generate and print

Preference & Security setting

Part 2- Quizzes & Exercise to reinforce learning experience

Discuss answer for the exercise

Day 3

Inventory Management

Understanding MYOB Inventory term

Create relevant accounts code

Create item code & price matrix

Create non-inventoried item

Assign Inventory Opening Balances

Assign specific price level and sales layout for customer

*Setup Multiple Locations

Understand the link between Inventory, Sales & Purchases

Create Sales Invoice

Create Purchase Order, Bill

Handling Returned Inventory (Credit Note)

Handling backorder

Converting SO to PO, PO to Bill, SO to Invoice

Create Auto-Build item – promotion / package / hamper item

Building Auto-Build item

Preferences – Standard Cost

Handling Receive item without Supplier invoice

*Handling Negative Inventory

Set Item Price

Month End Count Inventory

Inventory Adjustment

*Relocation of Inventory (transfer / move items)

Year End Rollover for Item Movement Entries

Quizzes & Exercise to reinforce learning experience

Discuss answer for the exercise

Note: the above are inclusive of new features

* Available on in PA

Day 4

Multi Currency & Time Billing

Setting up Multi-Currency option

Creating Accounts Code for tracking Foreign Currency

Setting up currency code & Linked Accounts

Assign Currency for Card Files

Assign Opening Balances

Record Sales & Purchases

Record Payment

Realized & Unrealized Gain / Loss

Reports – Related to Foreign Currency

Quizzes & Exercise to reinforce learning experience

Discuss answer for the exercise

Time Billing

Creating Accounts Code

Set up Activity Codes

Set up Billing Rate – Customer & Employee

Recording Activity Slip

Prepare Time Billing Invoice

Quizzes & Exercise to reinforce learning experience

Discuss answer for the exercise

Job Management

Creating Job Code

Link Job Code to day-to-day process

Reimbursement

View Jobs relevant reports

Categories

Creating Categories

Link Categories to day-to-day process

Budgeting

Enter Budget for Balance Sheet and P&L items

View Budget relevant reports

Designing your business stationary

Sales

Purchase Order

Payment Voucher

Cheque

Official Receipt

Import and Export

Year end Processing

Print relevant reports

Backup

Option for keeping 7 years closed transaction

Prerequisites:

Microsoft Windows experience and basic accounting is an advantage.

Multi-Currency & Time Billing

Course description:

This course provides comprehensive instruction in utilising the Multi-Currency and Time Billing feature to its fullest potential. Participants will learn how to account for respective transactions to ensure accurate and timely record are maintained.

Multi Currency & Time Billing

Setting up Multi-Currency option

Creating Accounts Code for tracking Foreign Currency

Setting up currency code & Linked Accounts

Assign Currency for Card Files

Assign Opening Balances

Record Sales & Purchases

Record Payment

Realized & Unrealized Gain / Loss

Reports – Related to Foreign Currency

Quizzes & Exercise to reinforce learning experience

Discuss answer for the exercise

Time Billing

Creating Accounts Code

Set up Activity Codes

Set up Billing Rate – Customer & Employee

Recording Activity Slip

Prepare Time Billing Invoice

Quizzes & Exercise to reinforce learning experience

Discuss answer for the exercise

Prerequisites:

Microsoft Windows experience and basic accounting is an advantage.

Inventory

Course description:

This course provides comprehensive instruction in utilising inventory features in MYOB Premier to its fullest potential. You will learn how to account for inventory transactions to ensure accurate and timely records are maintained.

Inventory Management

Understanding MYOB Inventory term

Create relevant accounts code

Create item code & price matrix

Create non-inventoried item

Assign Inventory Opening Balances

Assign specific price level and sales layout for customer

*Setup Multiple Locations

Understand the link between Inventory, Sales & Purchases

Create Sales Invoice

Create Purchase Order, Bill

Handling Returned Inventory (Credit Note)

Handling backorder

Converting SO to PO, PO to Bill, SO to Invoice

Create Auto-Build item – promotion / package / hamper item

Building Auto-Build item

Preferences – Standard Cost

Handling Receive item without Supplier invoice

*Handling Negative Inventory

Set Item Price

Month End Count Inventory

Inventory Adjustment

*Relocation of Inventory (transfer / move items)

Year End Rollover for Item Movement Entries

Quizzes & Exercise to reinforce learning experience

Discuss answer for the exercise

Note: the above are inclusive of new features

* Available on in PA

Prerequisites:

Microsoft Windows experience and basic accounting is an advantage.

MYOB Introductory

Course description:

This half-day course is an overview of MYOB business management software.
Understand how MYOB can help you along the way as your business grows. Learn
how to navigate through your software to perform essential everyday tasks such as
creating sales and purchases, setting up accounts and tax codes.

The course aims to give new users the basic tools needed to learn the product's
features.

Setting Up Data Files

Using the Command Centre

Build the Chart of Accounts

Enter Opening Balances

Creating Sales Invoices

Spend Money

Generate Report

Back Up and Restore Data File

Prerequisites:

Microsoft Windows experience and basic accounting is an advantage.

MYOB Payroll Introductory

Course description:

In this one day training course, learn how to set up your MYOB Payroll software and process your employee pay runs timely and accurately. This course will also cover customising payroll categories, leave categoires, printing payslip, IR8A, CP92 and producing payment summaries.

Day 1

Create new payroll data file

Setup

Company information

Preferences

Payroll Information

Payroll Component

Leave Category

Card File

Staff Details

Payroll Details

Leave Details

Process

Payroll

Leave

Report

Preview

Printing

Maintenance

Security

Backup

Restore

Quizzes & Exercise to reinforce learning experience

Discuss answer for the exercise